



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Purchase Order

Order Date: 08-28-2026

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CPO 0603 0603 ADJ2600000039 3	Change Order No:	1	Procurement Folder:	1920235
Document Name:	St. Albans Armory HVAC Controls Replacement (Construction)			Reason for Modification: CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.	
Document Description:	St. Albans Armory HVAC Controls Replacement (Construction)				
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2026-06-22
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-10-20

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000039796 TRUETECH MECHANICAL LLC PO BOX 116 MOUNT LOOKOUT WV 26678 US Vendor Contact Phone: 3046519413 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Robert A Skaggs Requestor Phone: (304) 561-6550 Requestor Email: robert.a.skaggsii.nfg@army.mil 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	ST ALBANS ARMORY 5 ARMORY DR SAINT ALBANS WV 25177 US

8/31/26 66

Total Order Amount: \$149,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>8/31/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>8/31/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8-1-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 1 - TO ESTABLISH THE CONTRACT EFFECTIVE START AND EFFECTIVE END DATES, AND TO ISSUE THE NOTICE TO PROCEED FOR THE CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

CONTRACT TERM: 06/22/2026 THROUGH 10/20/2026.

NO OTHER CHANGES

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	149000.00
Service From	Service To	Manufacturer		Model No	
2026-06-22	2026-10-20				

Commodity Line Description: St. Albans HVAC Controls Replacement (Construction)

Extended Description:

BASE BID-Provide labor, materials, tools, supplies and equipment to provide and install new HVAC controls per the attached documentation.

WEST VIRGINIA ARMY NATIONAL GUARD
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE
DIVISION OF ENGINEERING & FACILITIES
1707 Coonskin Drive
Charleston, West Virginia, 25311-1085

22 JUNE 2026

NOTICE TO PROCEED

TO: TrueTech Mechanical LLC
PO Box 3
Mount Nebo, WV 26679

FROM: West Virginia Army National Guard
CFMO – Division of Engineering & Facilities
1707 Coonskin Drive
Charleston, WV 25311

SUBJECT: Notice to Proceed for the West Virginia Army National Guard's St Albans
Armory HVAC Controls Replacement

NOTICE TO PROCEED DATE: **22 JUNE 2026**

TrueTech Mechanical LLC is authorized to proceed with work as per the Contract Documents for Contract number ADJ26*039. Work should begin by **22 JUNE 2026** and last for a term of **120 days**, with work completed no later than **20 OCT 2026**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-561-6550.

Respectfully,

Robert Skaggs

Robert Skaggs
Technical Analyst



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Truetech Mechanical LLC



Entity



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Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

TRUETECH MECHANICAL LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	2/28/2020		2/28/2020	Domestic	Profit			

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		
Charter County	Nicholas	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Yes
Education Status		School	
Education Level		Field	

Addresses

Type	Address
Designated Office Address	362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
Notice of Process Address	TRUETECH MECHANICAL 362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
Principal Office Address	362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678 USA
Principal Office Mailing Address	PO BOX 116 MOUNT LOOKOUT, WV, 26678 USA
Type	Address

Officers

Type	Name/Address
Manager	CHAD TILLER 362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
Organizer	TRUETECH MECHANICAL 412 STEWARD LANE MOUNT NEBO, WV, 26679
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
AUTOMATION SOLUTIONS	TRADENAME	12/27/2022	
TRUETECH	TRADENAME	4/1/2020	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2026
2025
2024

J23
2022
2021
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, August 31, 2026 — 10:06 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>8/31/2026</u> Solicitation No. <u>CRFQ-ADJ26*14</u>	Agency: ADJ Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CRQS ADJ26*21 PF No.: 1920235
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☐	☐	☒
2	Standard change order language	☒	☐	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☐	☐	☒	☐
5	Bond Rider (Construction)	☐	☐	☒	☐
6	Secretary of State Verification	☒	☐	☐	☒
7	State debarment verification	☒	☐	☐	☒
8	Federal debarment verification	☒	☐	☐	☒

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Jessie Kelly